



Government of **Western Australia**
Department of **Corrective Services**

Job Description Form

014037 Assistant Superintendent Operational Practice

(Casuarina Prison)

POSITION DETAILS

Classification Level: 6
Award/Agreement: PSA 1992/ PSGOGA 2014
Position Status: Temporary
Organisation Unit: Adult Justice Services – Adult Custodial Operations
Physical Location: Casuarina Prison

REPORTING RELATIONSHIPS

Responsible to: 013191 Assistant Superintendent Operations – Level 7

THIS POSITION: **014037 Assistant Superintendent Operational Practice -Level 6**

Direct Reports: Nil

OVERVIEW OF THE POSITION

Casuarina Prison is situated approximately 40km from the Perth CBD and is the state's largest maximum security prison designed to hold sentenced and remand prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences.

The Assistant Superintendent Operational Practice is responsible for reviewing the operations of a number of General Living Units and unit management systems within the prison ensuring compliance with legislation and Department rules and policies and the resolution of prisoner's incidents.

The position ensures resources are managed appropriately to meet the needs of the units and are within the parameters of human and financial budget allocations.

The position is also required to develop policy and standards in line with allocated portfolio.

JOB DESCRIPTION

As part of the Leadership Team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within the Department's chain of command to coordinate activities required to meet strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement;
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Provides assistance to the Assistant Superintendent Operations in providing leadership and direction to unit managers in the general living units under their care in the day to day operations of the prison ensuring compliance with legislative and departmental policies.
- Continuously reviews the operations of the living units.
- Completes projects to review and improve the operations of the living units.
- Reviews operational Practices to ensure the daily routine is met within the living units such as recreation, time out of cells etc.
- Manages and acts on performance management issues for staff whom work within the position's delegated area of control, ensuring all staff appraisal documentation and any other personnel-related issues are processed and progressed fairly and in a timely manner.
- Accountable for the delivery and oversight of quality, consistent and responsive management of prisoner placements, prisoner management issues and incident reports.
- Contributes to the relevant operational and emergency response planning.
- Other duties as required in accordance with Strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of this position, the ability to demonstrate the following skills, knowledge and experience:

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Demonstrated extensive experience in a custodial environment including experience within a maximum security prison.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____

Date: _____

HR CERTIFICATION DATE: _____